

# City of Bayfield Common Council

## Notice of Public Meeting April 16, 2024, 5:30 p.m.

Bayfield City Hall, 125 South First Street, Bayfield, WI 54814 \* 715-779-5712

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Call to Order – Roll Call – Pledge of Allegiance

Review/Approve Agenda

Public Comment and Suggestions from Persons Present on Agenda Items

Discussion and Identification of Items for Future Agendas

Review/Approve the Common Council's Minutes of March 19 and 20, 2024

### Agenda

1. Street Use and Special Vending Applications from Penny Print and Honest Dog Books, for June 7 and 8<sup>th</sup> – Stand with the Banned block party request
2. Class B Beer and Class C Wine License Application from A girl and her Lake LLC d/b/a Bell Street Gallery, 107 Manypenny Avenue
3. 2024 Arbor Day Proclamation
4. Resolution #617 – World Migratory Bird Day
5. Employment Updates: Police, Public Works Department, Administration
6. Project Updates:
  - Harbor – Bayfield City Dock Finger Pier Project
  - Harbor - Underground Storage Tank Replacement Projects
  - Playgrounds - East Dock Park Project
  - Public Works - Manypenny Project – Street, Water & Sewer
  - Planning - Wayfinding
  - Planning - Zoning Code Rewrite
7. Mayor's Report

### File Reports from Committees, Commission & Boards

**Ambulance:** Minutes of March 21, 2024

**Architectural Review Board:** Minutes of March 25, 2024

**Fire Department:** Minutes of April 8, 2024

**Harbor:** Minutes of April 1 and 4, 2024

**Library:** Minutes of March 20, 2024

**Parks and Rec.:** Minutes of April 4, 2024

**Planning:** Minutes of March 26, 2024

**Police Department:** March 2024 Reports

**Public Works:** Minutes of March 19 and April 15, 2024

**Tree Board:** Minutes of March 21, 2024

**Treasurer:** March Treasurer's Report, Voucher Payments, Fund Summary, and Budgets

### Adjournment

# City of Bayfield Common Council

## Minutes of March 19, 2024

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### **Call to Order – Roll Call – Pledge of Allegiance:**

Mayor Ringberg called the meeting to order at 5:00 p.m. at the Bayfield City Hall followed by roll call.

**Present:** Bland, Carrier, Cornelius, Dougherty, and Mayor Ringberg

**Staff:** Clerk/ZA Hoopman, Treasurer Johnston, PWD Kovachevich, Roy Bainbridge, Jacob Dickey, Chief Novack, PWD/GBWWTPO Pearson, Operator Burg, Librarian Weber, and Office Admin. Weeks

**Others:** Mary Dougherty

### **Review/Approve Agenda:**

The Mayor asked for Employee Resignation Letters to be added to the agenda description.

Dougherty/Cornelius moved to approve the agenda with this understanding. It was felt this would not give proper public notification and was not done. Motion withdrawn. Dougherty/Cornelius moved to approve the agenda as presented. Carried.

### **Public Comment and Suggestions from Persons Present on Agenda Items:**

Mary Dougherty was present wearing three hats and made the following comments:

1. First has to do with the culture and influences occurring and how they influence those who live and work in the community. She noted the comments by Councilor Bland regarding the Harbor Commission and noted how they do not contribute to the overall wellbeing of the community.
2. She has worked for a variety of board and has learned that micro-managing workforce has negative consequences and can lead to a loss of employees and their institution knowledge.
3. She noted the Bayfield County Report that mentions Bayfield County's aging population and lack of workforce. She is concerned we are heading toward a cliff of not having any volunteers. She further mentioned the losing Pearson is a big loss to the community.

### **Agenda:**

The Mayor began by providing a summary of the resignations received and potential future ones. He also informed the Council about the PD's hiring and retention issues. The Mayor asked the Council for advice on the changes needed to retain our current employees and attract new ones. He further informed them they could go into closed session if they wanted to talk about any of these employees specifically, but general discussion about policy needed to remain in open session. He finished by saying the goal today is to concentrate on how we make sure our staff feel respected and included as members of the team. The Mayor then outlined the ground rules for discussion and noted all are responsible for their words and actions.

Staff was asked if they had any comments:

- Treasurer Johnston noted she no longer feels safe in this working environment, and we do not feel supported by the community and our community leaders. She said she had felt discriminated against, noted the toxic environment we work in and reminded the Council it is staff that run and manage the City. We are the ones doing the work. We do not feel like we are being listened to. She finished by asking the Council what they want their legacy to be.
- PWD Kovachevich told the council the activity that has occurred over the past four years helped cultivate his decision to leave. After working for 33 years, he felt disrespected and not heard. He said comments he made fell on deaf ears. Additionally, he has heard a variety of disrespectful comments directed at City Employees, and committees making decisions for personal gain, etc. Please sit down and take time to realize what is going on.

- Clerk/ZA Hoopman read a heartfelt statement noting her frustrations. She mentioned several areas of concern regarding operations; codes and policies not being followed, negative and toxic environment, impacts of such on recruitment and retention, issues with allowing me to do administrator work duties without the title or pay, communication issues, not trusting legal advice, scripting motions prior to meetings, and having no recourse as an employee even when I she asked. She asked the Council what she can and should expect going forward. Why is this happening? Why am I not valued as an employee?
- GBWWTPC Operator/PWD Pearson – When we do not feel respected by our elected officials, we do not feel valued. During the two weeks he was training in as the PWD he witnessed two City Employees and himself being chastised during a meeting by elected or appointed officials. He also noted when the Council was recently discussing employee wages, he felt there was a tone that we were being overpaid for the work we do, and we were not invited to participate. There are very few people doing a great deal of work. We bring work home and we are talked about in public. These are all factors which led do his resignation and his decision not to remain in government and the politics thereof.
- City W/S Operator Dickey said Employees need to feel valued and work in an environment that is free from discrimination and toxicity. He asked the Council to take to heart what they are hearing today and make changes that focus on the path forward.
- Chief Novak spoke up regarding PD issues and noted they sometimes are an outlier to the day-to-day activities at City Hall but found the staff to be very helpful. He further addressed the staffing issues they are experiencing and noted this is not a localized problem but a larger national one.

### **Specific Personnel Problems:**

Councilors received copies of five resignations letters (past and present). The Mayor noted the negative environment was part of their decision to leave.

Councilors also received a copy of the report from Kellie Pederson, UW Extension titled Implications on an Aging population on Human Resources and Capacity. This report outlines the aging population in Bayfield County and the looming impacts on recruitment and retention for both paid positions and those historically filled by volunteers.

Discussion ensued.

The Mayor was asked how many times staff have come to him for help and assistance?

The Mayor responded by noting he had not done enough for employees, but outlined the many ways he tried to make positive changes: creating guidelines for Council Members, the Spano Retreat, creating a code of ethics, etc.

Questions were asked about what occurred at the Plan Meeting that led to two City employees' resignations. No information was provided.

In another round of spirited discussion, members were called out on conflicts of interest that were noted previously and in the recent past, but there was no acknowledgement or action taken.

Cornelius/Carrier made a motion to create a policy where there is zero tolerance for toxic behavior from said board (Council, Committee/Commissions/Boards). Discussion. Cornelius volunteered to spearhead looking into and drafting policy. Passed by roll call vote as follows: Bland, Carrier, Cornelius, and Dougherty – yes.

**Closed Session:**

Dougherty/Cornelius made a motion to convene into closed session pursuant to Wisconsin Statutes Section 19.85(1)(b, c, and f) to discuss specific personnel problems. Passed by roll call vote as follows: Bland-no, Carrier-no, Cornelius-yes, and Dougherty-yes. Due to a tie, the Mayor voted. He voted yes. Motion to convene into closed session carried. (6:06 p.m.)

Present: Mayor Ringberg, and Councilors Bland, Carrier, Cornelius, and Dougherty  
All others, including staff, were asked to leave.

**Reconvene into Open Session:**

Cornelius/Dougherty moved to reconvene into open session for purposes of adjournment. Passed by roll call vote – all ayes. (7:20 p.m.)

**Next Mtgs:**

- Tuesday, April 16, 5:30 p.m. -Reorganizational Meeting
- Tuesday, May 14, 4-6 p.m. Open Book
- Tuesday, May 14, 6 p.m. Regular Meeting
- Wednesday, June 19, 5:30 p.m.

**Adjournment:** Bland/Dougherty moved to adjourn. Carried. (7:21 p.m. )

Minutes by Clerk/ZA Billie Hoopman and Mayor Ringberg

# City of Bayfield Common Council

## Minutes of March 20, 2024

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### Call to Order – Roll Call – Pledge of Allegiance

Mayor Ringberg called the meeting to order at 4:30 p.m. followed by roll call and the Pledge of Allegiance.

**Present:** Bland, Carrier, Cornelius, Dougherty, and Mayor Ringberg

**Staff:** PWD Kovachevich, Clerk/ZA Hoopman, Laborer Bainbridge, Library Director Weber, Office Amin. Weeks, Treasurer Johnston, Chief Novak, GBWWTP Op. Burg

**Others:** Diane Fizell, Michael Radtke, Craig Skaaden, Erik Gruber, and Kylie Vadnais

**Review/Approve Agenda:** Dougherty/Carrier moved to approve the agenda as presented. Carried.

**Public Comment and Suggestions from Persons Present on Agenda Items:** Michael Radtke read a letter to the Council concerning the residency requirement of mayoral candidacy of Mr. Brian Fehr.

Eric Gruber said he heard the agenda for yesterday's meeting was posted incorrectly and it did not provide proper notification to the public on what would be discussed. Clerk Hoopman affirmed the agenda was properly posted.

**Discussion and Identification of Items for Future Agendas:** None.

**Review/Approve the Common Council's Minutes of February 21 and March 5, 2024:** Bland/Cornelius made a motion to approve the minutes as presented. Carried.

### Agenda

#### 1. Bayfield Chamber and Visitor Bureau – Sidewalk Sale Request, May 17-18, 2024

Dougherty/Bland moved to approve the sidewalk sale request as presented. Carried.

#### 2. Appointments/Resignations: Cornelius/Bland made a motion to accept with regret the resignation from Rob Reimer, ARB and to accept the Mayor's appointment of Kevon Dietel to the Tree Board. Carried.

#### 3. Police Department - Personnel and Operations

Chief Novak provided the Council with an update on the hiring and recruitment of a new police officer. He asked the Council to consider three options:

1. Change Employee Policy 205 – Introductory Period to allow the Mayor and Department Supervisor authority to require, or waive the wage reduction.
2. Grant permission to officers to take home their squads
3. A hybrid of Option #1 and #2.

Councilors agreed with these options and noted the highest priority is to recruit. Councilor Dougherty asked the Council for a broader acknowledgment on the impacts of this to other departments and the employees within.

Dougherty/Carrier made a motion allowing the Chief to operate within the confines of his 2024 Budget and to pursue hiring an officer at the rate of \$34.09/hr. with the caveat the Council recognizes staff retention is a huge priority and they need to consider true upping the staff as a whole. Discussion. Chief Novak explained a second motion may be needed to approve proposed policy #205. Both Dougherty and Carrier withdrew their motion.

Cornelius/Dougherty made a motion to approve the proposed policy changes to Policy 205 as presented. Discussion ensued on trueing up other employees and just focusing on hiring a much needed police officer. Passed by roll call vote as follows: Bland, Carrier, Cornelius, and Dougherty – yes.

#### 4. **Public Works Department – Water and Sewer Operator Hiring:**

Councilor Dougherty informed the Council the Public Works Committee accepted with regret Josh Pearson’s letter of resignation, and to repost the position for PWD. They spoke to PWD Kovachevich about possible staying longer, but that has not been solidified. The reason to post would be to recruit someone with the water and sewer license needed. Additionally, Jacob Dickey was hired as the Water and Sewer Operator. Mike Burg has moved into the GBWWTP Operator position.

#### 5. **Project Updates:**

- **Harbor – Bayfield City Dock Finger Pier Project:** The Council was informed the Harbor Commission entered into an agreement with AMI Consulting Engineers for Phases 1-3. A copy of the agreement was included in the packet for reference.
- **Harbor - Underground Storage Tank Replacement Projects Bid/Award:** The Council was informed the Harbor Commission accepted the bid from Pump and Meter Service Inc. in the amount of \$136,501.16. A copy of the bid summary was included in the packet for reference.
- **Playgrounds - East Dock Park Project, proposed RFP:** Dougherty/Carrier made a motion to approve the RFP as presented and thanked the Playgrounds committee for getting input and making amendments. Bland asked for clarification on the use of Playground donations and if the use of those funds could/should be used for consulting purposes rather than play equipment. The motion was amended to include; with the stipulation private funding donations be excluded and they are maintained for future equipment purchases. Passed by roll call vote as follows: Carrier, Cornelius, Dougherty, and Bland – yes.
- **Public Works - Manypenny Project – Street, Water & Sewer:** Nothing new to report. Still waiting to see if we qualified for grant funding.
- **Planning – Wayfinding:** Councilor Bland provided an update and noted the work being done by Durfey to purchase the signs.
- **Planning - Zoning Code Rewrite:** The Mayor suggested he would like to put work off until after the reorganizational meeting and just focus on completing the Wayfinding Project.

#### 6. **Mayor’s Report:**

The Mayor thanked the staff and council for the open conversation yesterday. He is planning to provide the information received from Spano to the new administration and is hopeful it can help to create a healthier work environment for all.

#### **File Reports from Committees, Commission & Boards**

**Ambulance:** Minutes of January 17, 2024

**Architectural Review Board:** Minutes of February 19, 2024

**Harbor:** Minutes of March 4 and 14th, 2024, and the 2023 Annual Report

**Library:** Minutes of February 21, 2024, and Annual Report

**Parks and Rec.:** Minutes of March 7, 2024

**Planning:** Minutes of February 19 and 27, ad March 6, 2024

**Police Department:** February 2024 Reports

**Public Works:** Minutes of February 20, 2024

**Tree Board:** Minutes of February 22, 2024

Dougherty/Cornelius moved to approve the minutes listed above in a block format. Councilor Bland thanked the Harbor Commission for providing the Annual Report. Carried.

**Treasurer: February Treasurer's Report, Voucher Payments, Fund Summary, and Budgets**

Bland/Dougherty moved to approve the February Treasurer's Reports as presented. Passed by roll call vote as follows: Cornelius, Dougherty, Bland, and Carrier – yes.

**Next Mtg:**

- Tuesday, April 16, 5:30 p.m. Reorganizational Meeting
- Tuesday, May 14, 4-6 p.m. Open Book, 6 p.m. Regular Meeting
- Wednesday, June 19, 5:30 p.m.

**Adjournment:** Dougherty/Carrier made a motion to adjourn. Carried. (5:51 p.m.)

Minutes by Billie L. Hoopman, Clerk

# City of Bayfield Application/Permit

- 349.5C - Sidewalk (Repair)**  
Requires approve from the Public Works Director
- 349.6 - Street Excavation**  
Requires approval from the Public Works Director
- 349.9C - Sidewalk Sales by Merchants**  
Requires City Council Approval
- 349.10 - Street Privilege (Construction)**  
Requires PWD/City Council Approval
- 349.18 - Special Event Vending**  
Requires City Council Approval
- 349.19-349.27 - Street Use**  
Requires City Council Approval

**Permit Fee: \$30.00**

Name of Applicant: Kate Clark & Julie Buckles

Business Name: Penny Print Studio & Honest Dog Books

Phone Number: 414-659-5901

Address of Site of Permit: Manypenny Ave

Describe proposed activity: Street closer for 3rd annual "Stand With the Banned" block party.

Big Top Chautauqua will be setting up their stage before the intersection of Manypenny and 2nd St. Access to parking lot will be accessible from 2nd St. Banned book discussions, screen printing, games, food, and live musical performances will take place from 3pm - 7pm.

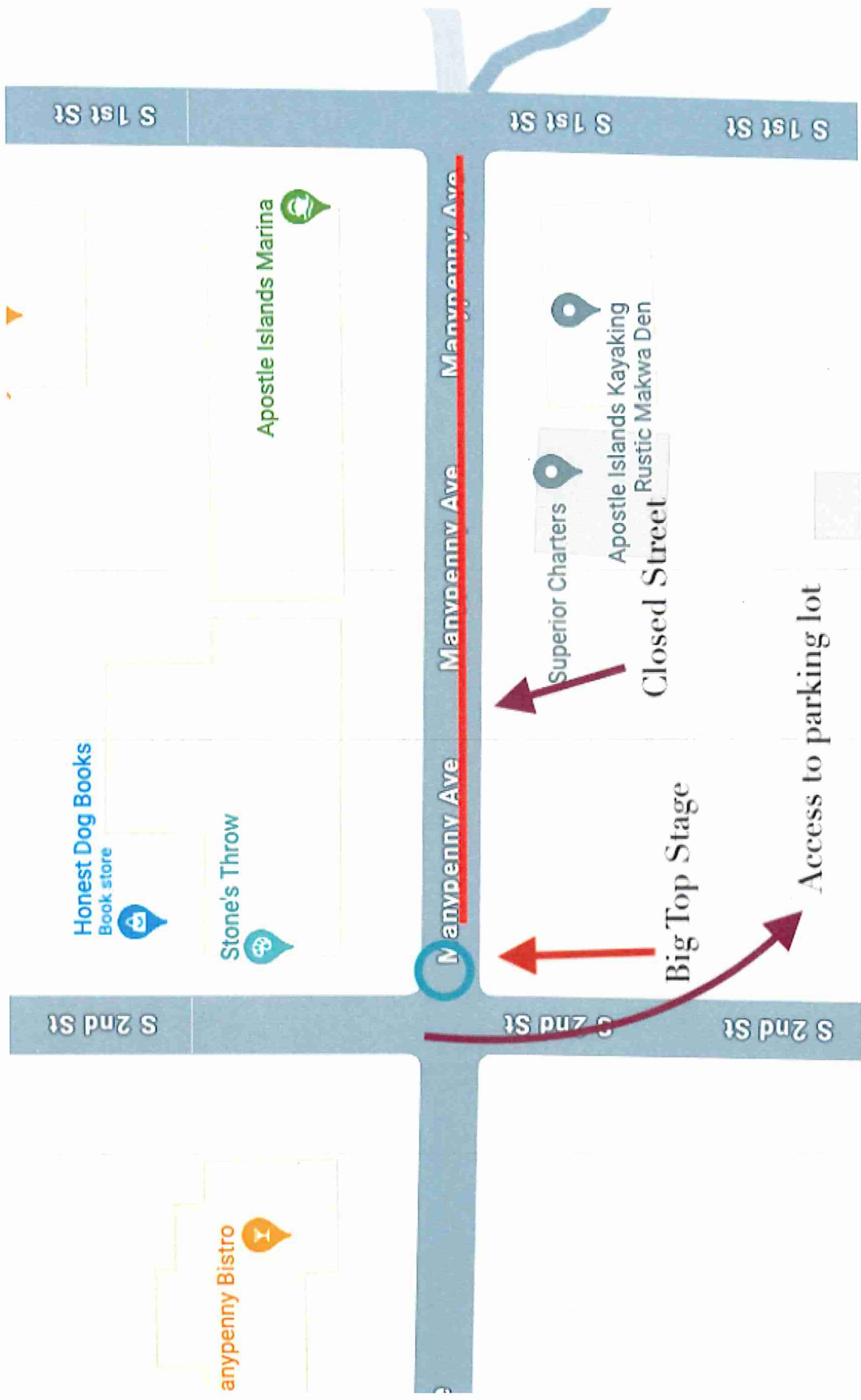
Attach detailed site map.

Date(s) Requested: Saturday, June 8th, 2024 Street blocked from 5pm Friday, June 7th - 11am Sunday, June 9th. Big Top needs this time to complete the stage setup and tear down.

Signature of Applicant: Kate Clark

Review by the _____	on the _____	day of _____, _____.
Approved: _____	Date: _____	Paid: <u>\$30.00</u>
Denied: _____	Date: _____	Receipt #: _____





S 1st St

S 1st St

S 1st St

Manvenny Ave

Manvenny Ave

Manvenny Ave

Manvenny Ave

Apostle Islands Marina

Honest Dog Books  
Book store

Stone's Throw

Superior Charters

Apostle Islands Kayaking  
Rustic Makwa Den

Closed Street

Big Top Stage

Access to parking lot

S 2nd St

S 2nd St

S 2nd St

anypenny Bistro

**From:** cityclerk cityofbayfield.com  
**Sent:** Thursday, April 11, 2024 12:57 PM  
**To:** 'Kate Clark'  
**Cc:** Julie Buckles; citypublicworks cityofbayfield.com; Edward Dougherty  
**Subject:** RE: Street Use ManyPenny Ave  
**Attachments:** Fee Schedule - Adopted 12-16-2020 .doc

Hi Kate and Julie,

Your application is scheduled for review by the Public Works Committee (Monday, April 15, 9 a.m.) and the City Council (Tuesday, April 16, 5:30 p.m.)

I wanted to inform you about a few things prior to the meeting:

1. Your request covers a of couple of items (Street Use and Special Event Vending) and the fee for the permits would be \$130.00 if under 50 people or \$230 if over 50 people. We have revised the application to be clearer going forward, especially for Street Use Permits.
2. Your request to close the street is longer than the six hours noted in Section 349-23 E.
3. The map does not clearly show how Emergency Vehicles could travel through the street closure area if there were an emergency. You may want to provide a revised drawing prior to the meetings.
4. Open container is not allowed in the City. Please see Section 255-30; link below.
5. The City's staffing is at an all time low; that may be a factor the City has to consider when making a decision.

I sincerely am just trying to be upfront about any concerns/issues that could be considered. Please let me know if you have any questions.

~ Billie

Billie L. Hoopman, Clerk  
City of Bayfield  
P.O. Box 1170  
Bayfield, WI 54814  
715-779-1201 x111

**Check your Voter Status, Change your address, or Request an Absentee Ballot at [www.myvote.wi.gov](http://www.myvote.wi.gov)**

Chapter 349: Streets, Sidewalks and Public Areas

Article III: Street Use Permits

<https://ecode360.com/12044087>

Chapter 255: Intoxicating Liquor and Fermented Malt Beverages

§ 255-30: Outside consumption.

<https://ecode360.com/12042676>

Chapter 349: Streets, Sidewalks and Public Areas

§ 349-18: Sale or display of merchandise prohibited; special event vending permit.  
<https://ecode360.com/12044075>

**From:** Kate Clark <kate@pennyprintstudio.com>  
**Sent:** Wednesday, April 10, 2024 9:57 AM  
**To:** cityclerk cityofbayfield.com <cityclerk@cityofbayfield.com>  
**Cc:** Julie Buckles <julie@honestdogbooks.com>; citypublicworks cityofbayfield.com <citypublicworks@cityofbayfield.com>; Matt Carrier <mcbayfieldcouncil@gmail.com>  
**Subject:** Re: Street Use ManyPenny Ave

Billie,

Attached is the application and map.

Thanks,

Kate

On Wed, Apr 10, 2024 at 9:19 AM cityclerk cityofbayfield.com <cityclerk@cityofbayfield.com> wrote:

Hi,

Thank you for your e-mail. Could you please forward the Street Use Permit Application and map mentioned below?

Sincerely,

~ Billie

Billie L. Hoopman, Clerk

City of Bayfield

P.O. Box 1170

Bayfield, WI 54814

715-779-1201 x111

Check your Voter Status, Change your address, or Request an Absentee Ballot at [www.myvote.wi.gov](http://www.myvote.wi.gov)

**From:** Matt Carrier <[mcbayfieldcouncil@gmail.com](mailto:mcbayfieldcouncil@gmail.com)>

**Sent:** Wednesday, April 10, 2024 7:23 AM

**To:** Kate Clark <[kate@pennyprintstudio.com](mailto:kate@pennyprintstudio.com)>

**Cc:** Julie Buckles <[julie@honestdogbooks.com](mailto:julie@honestdogbooks.com)>; citypublicworks [cityofbayfield.com](mailto:cityofbayfield.com) <[citypublicworks@cityofbayfield.com](mailto:citypublicworks@cityofbayfield.com)>; cityclerk [cityofbayfield.com](mailto:cityofbayfield.com) <[cityclerk@cityofbayfield.com](mailto:cityclerk@cityofbayfield.com)>

**Subject:** Re: Street Use ManyPenny Ave

Hi Kate,

Thank you for inquiring about the event as it relates to the city. Seeing as I am the owner of the property the businesses are located in, I will be recusing myself from the discussion and future vote on any application pertaining to your inquiry. Clerk Hoopman (copied) would be able to answer your questions and would be an excellent resource in the application process.

Regards,

Matt

On Tue, Apr 9, 2024 at 7:38 PM Kate Clark <[kate@pennyprintstudio.com](mailto:kate@pennyprintstudio.com)> wrote:

Hello All!

The 3rd annual, Stand with Banned Block Party planning is well underway. The existing and new businesses on 2nd St and ManyPenny are thrilled to be hosting this event (Penny Print Studio, Honest Dog Book, Big Top Chautauqua, Stones Throw, Bell Street Gallery, Ghost Ship Gallery, Blu Studio & Narrative Properties). It has truly grown into something special for our community.

Attached you will find the Street Use Permit along with a map detailing the proposal. This year Big Top Chautauqua has offered to partake by setting up their stage for the bands. Big Top will be selling food and nonalcoholic beverages. Do we need an additional permit for this? Also, businesses aren't planning to sell alcohol, but what is the city ordinance if individuals choose to partake in a seal alcoholic beverage on the street?

Thank you so much for working with us on this event. It's a great boost for businesses at the start of the summer season.

Kate

## Chapter 349. Streets, Sidewalks and Public Areas

### Article III. Street Use Permits

[Adopted 4-1-1992 (§ 7-9-1 of the 1992 Code of Ordinances)]

#### § 349-19. Purpose.

The streets in possession of the City are primarily for the use of the public in the ordinary way. However, under proper circumstances, the Common Council may grant a permit for street use, subject to reasonable municipal regulation and control. Therefore, this article is enacted to regulate and control the use of streets pursuant to a street use permit to the end that the health, safety and general welfare of the public and the good order of the City can be protected and maintained.

#### § 349-20. Application for permit.

A written application for a street use permit by persons or groups desiring the same shall be made on a form provided by the City Clerk and shall be filed with the City Clerk. The application shall set forth the following information regarding the proposed street use:

- A. The name, address and telephone number of the applicant or applicants.
- B. If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization.
- C. The name, address and telephone number of the person or persons who will be responsible for conducting the proposed use of the street.
- D. The date and duration of time for which the requested use of the street is proposed to occur.
- E. An accurate description of that portion of the street proposed to be used.
- F. The approximate number of persons for whom use of the proposed street area is requested.
- G. The proposed use, described in detail, for which the street use permit is requested.

#### § 349-21. Representative at meeting.

The person or representative of the group making application for a street use permit shall be present when the Common Council gives consideration to the granting of said street use permit to provide any additional information which is reasonably necessary to make a fair determination as to whether a permit should be granted.

#### § 349-22. Review by City officials.

Before any application for a street use permit is considered by the Common Council, the application shall be reviewed by the Public Works Director and Chief of Police for their recommendation as to the affect that the temporary closing of the street will have on the public safety and traffic movement in the area during the time the street may be closed.

## § 349-23. Conditions for mandatory denial.

An application for a street use permit shall be denied if:

- A. The proposed street use is primarily for private or commercial gain.
- B. The proposed street use would violate any federal or state law or any ordinance of the City.
- C. The proposed street use will substantially hinder the movement of police, fire or emergency vehicles, constituting a risk to persons or property.
- D. The application for a street use permit does not contain the information required above.
- E. The application requests a period for the use of the street in excess of six hours.
- F. The proposed use could equally be held in a public park or other location. In addition to the requirement that the application for a street use permit shall be denied, as hereinabove set forth, the Common Council may deny a permit for any other reason or reasons if it concludes that the health, safety and general welfare of the public cannot adequately be protected and maintained if the permit is granted.

## § 349-24. Permit fee.

Each application for a street use permit shall be accompanied by a fee as set by the Common Council.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

## § 349-25. Consent of nearby residents required.

In addition to the fee required by the § 349-24, each application for a street use permit, except for parades or races sponsored by civic, youth or Scout organizations which have been in existence for at least six months, shall be accompanied by a petition designating the proposed area of the street to be used and time for said proposed use, said petition to be signed by not less than 75% of the residents over 18 years of age residing along that portion of the street designated for the proposed use. Said petition shall be verified and shall be submitted on a form provided by the City Clerk.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

## § 349-26. Insurance.

The applicant for a street use permit may be required to indemnify, defend and hold the City and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant may be required to furnish a certificate of comprehensive general liability insurance with the City of Bayfield. The applicant may be required to furnish a performance bond prior to being granted the permit.

## § 349-27. Termination of event.

A street use permit for an event in progress may be terminated by the Police Department if the health, safety and welfare of the public appears to be endangered by activities generated as a result of the event or the event is in violation of any of the conditions of the permits or ordinances of the City of Bayfield. The Chief of Police has the authority to revoke a permit or terminate an event in progress if the event organizers fail to comply with any of the regulations in the street use policy or conditions stated in the permit.



## Chapter 349. Streets, Sidewalks and Public Areas

### Article II. Streets and Sidewalks

#### § 349-18. Sale or display of merchandise prohibited; special event vending permit.

- A. Street sales prohibited except by permit. Except as provided in § 349-17C, no person shall display, sell or offer to sell on any street, sidewalk, alley or other public place within the City any goods, wares, foodstuffs or any thing or value or service of any kind by putting up a booth or stopping a vehicle or person on foot or in any other manner attempting to publicly sell or offer for sale any such articles, unless such person shall have first applied for and obtained a special event vending permit from the Common Council. Such permit shall enable holders to conduct their business in all enumerated areas subject to the limitations of this section. A special event vending permit shall be obtained where the vending is done by a participant in a special event and where such vending is an integral part of the event. However, where the vending is to occur in connection with a City- or area-wide promotion of community trade or festival sponsored or coordinated by an organization, the sponsoring organization shall obtain the special event vending permit as agent for its participating members.
- B. Procedure.
- (1) Application for a special event vending permit shall be filed with the City Clerk and shall contain such information as the City Clerk may require. Licenses shall be signed by the City Clerk and shall be conspicuously displayed at the place where such sales are being made. The permit shall set forth the exact days on which and the exact location where such business shall be carried on and shall be valid only during the dates and at the locations specified. Where a sponsoring organization is the applicant, the applicant shall provide the City Clerk with a complete list of sponsors and participants at the time of making application.
  - (2) Upon receipt of an application for a permit, the Common Council shall review the information given on the application for conformity with the provisions of this section. If all the applicable requirements are clearly and unambiguously met in the Common Council's opinion, it shall approve the permit or approve it conditionally. If the applicable requirements are not clearly and unambiguously met in the Common Council's opinion, it shall state the matters in doubt in writing to the applicant within three days of the time of making application.
- C. Conditions of license. In addition to any other conditions imposed by the Common Council, all permittees shall fully comply with the following requirements:
- (1) Bayfield Apple Festival provisions. From 8:00 a.m. on the Friday first preceding the first Saturday of October of each year to 8:00 a.m. the following Monday (known as "The Bayfield Apple Festival"), no person shall engage in the business of peddler, solicitor, or transient merchant, as defined in Chapter 200, Direct Sellers, of the Code of the City of Bayfield, within the City of Bayfield, nor shall any owner of real property within the City of Bayfield knowingly permit the use of such property for such business, unless such person has first been authorized in writing to do so by the Bayfield Chamber of Commerce and Visitor Bureau, after said organization has been authorized by the City to issue such permits for the Bayfield Apple

Festival in question. The City may authorize the Bayfield Chamber of Commerce and Visitor Bureau to issue such permits for Bayfield Apple Festivals upon terms and conditions acceptable to the City.

[Amended 9-13-2016 by Ord. No. 382]

- (a) In addition, during the Bayfield Apple Festival, any business owner who wishes to conduct business on their property, but outside their normal place of business, shall first obtain a permit from the Bayfield Chamber of Commerce and Visitor Bureau. No fee shall be charged for such a permit.
- (2) Liability insurance. To hold a valid permit, the vendor shall be required to have in force adequate liability insurance. Adequate liability insurance is liability insurance holding the City and its employees and agents harmless and to indemnify and defend the City, its employees and agents against all claims, liability, loss, damage or expense incurred by the City with adequate liability policy limits on account of any damage caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform this condition of the permit, the applicant shall, when required, furnish a certificate of insurance evidencing the existence of comprehensive general liability insurance (including contractual liability insurance with the City being named as an additional insured). Adequate liability limits means minimum limits of \$100,000 per occurrence for bodily injury and minimum limits of \$50,000 per occurrence for property damage. The certificate of insurance shall provide 30 days' written notice to the City upon cancellation, or nonrenewal or material change in the policy. Proof of insurance shall be submitted to the City Clerk a minimum of seven days before the start of the event.
- (3) Cooperation with law enforcement officials. To protect the public health and safety, the permittee shall coordinate with the Chief of Police the location of all events under the permit. Street and sidewalk encroachments, booth locations and special parking provisions shall be submitted to the Chief of Police for his/her review and approval a minimum of seven days before the start of the event.
- (4) Cleanup. The permittee shall be fully responsible for all necessary cleanup associated with the licensed event.
- (5) Compliance with other regulations. The permittee shall comply with all applicable state and county regulations governing health and sanitation for food-handling establishments, if applicable, and any other applicable City regulations, including, but not limited to, regulations pertaining to the issuance of special Class "B" fermented malt beverage licenses.
- (6) Glass containers. Glass containers are prohibited at these licensed events.

## Chapter 255. Intoxicating Liquor and Fermented Malt Beverages

### Article II. Offenses Involving Alcoholic Beverages

#### § 255-30. Outside consumption.

A. Alcoholic beverages in public areas.

[Amended 10-18-2006 by Ord. No. 335; 9-10-2012 by Ord. No. 365]

- (1) Regulations. It shall be unlawful for any person to sell, serve or give away, or offer to sell, serve or give away, any alcoholic beverage upon any public street, sidewalk, alley, public parking lot, highway, cemetery or drives or other public area within the City of Bayfield or on private property without the owner's consent, except at licensed premises. It shall be unlawful for any person to consume, carry for purpose of immediate consumption, or have in his possession any open container containing an alcoholic beverage upon any public street, public sidewalk, public way, public alley or public parking lot within the City except as licensed premises.
- (2) Private property held out for public use. It shall be unlawful for any person to consume any alcohol beverages upon any private property held open for public use within the City unless the property is specifically named as being part of a licensed premises.
- (3) Leaving licensed premises with open container.
  - (a) It shall be unlawful for any licensee, permittee or operator to permit any patron to leave the licensed premises with an open container containing any alcohol beverage.
  - (b) It shall be unlawful for any patron to leave a licensed premises with an open container containing any alcohol beverage.
- (4) Exceptions to the provisions of Subsection **A(1)**, **(2)**, and **(3)** of this section are as follows:
  - (a) The provisions may be waived by the Common Council for duty authorized events.
  - (b) The provisions shall not apply to any organization which has been issued a special Class "B" fermented malt beverage picnic license pursuant to the Code of the City of Bayfield, provided that the provisions of this article and Article I, Licenses, of this chapter are fully complied with.
  - (c) The provisions of Subsection **A(1)** shall not apply in Dalrymple Park or East Dock Park.
  - (d) From 8:00 a.m. on the first Friday of October of each year to 8:00 a.m. the following Monday (Apple Fest), the provisions shall not apply to fermented beverages or wine contained in a non-glass container during statutorily authorized hours of operation for establishments selling alcoholic beverages. The City elects to come under § 125.51(3)(b), Wis. Stats. for purposes of this provision as it pertains to wine.

B. Definitions. As used in herein, the following terms shall have the meanings indicated:

**ALCOHOLIC BEVERAGE**

As used in this section, includes all ardent, spirituous, distilled or vinous liquors, liquids or compounds, whether medicated, proprietary, patented, or not, and by whatever name called, as well as all liquors and liquids made by the alcoholic fermentation of an infusion in potable water of barley malt and hops, with or without unmalted grains or decorticated or degerminated grains or sugar, which contain 1/2 of 1% or more of alcohol by volume and which are fit for use for beverage purposes.

**PUBLIC AREA**

As used in this section, shall be construed to mean any location within the City which is open to access to persons not requiring specific permission of the owner to be at such location, including all parking lots serving commercial establishments.

**UNDERAGE PERSON**

As used in this article, means any person under the legal drinking age as defined by the Wisconsin Statutes.

## Copilot

Certainly! As of **March 26, 2021**, Wisconsin has implemented a new law that allows bars and restaurants to sell **cocktails and wine to-go**. Here are some key points to keep in mind:

### 1. What this means for businesses:

- Restaurants and bars can now sell **mixed drinks and wine in tamper-evident sealed containers** .
- A **tamper-evident seal** ensures that the container is securely closed, and access to the contents cannot be gained without showing evidence of tampering.

### 2. How drinks can be purchased:

- To-go cocktails or wine can be purchased **curbside** or for **in-store pickup** at participating bars and restaurants.
- **Delivery** is not currently an option, but there's a bill (Senate Bill 57) that aims to allow retailers to make online or telephone sales of alcohol beverages and deliver them to customers or have them delivered by an independent third-party service.

### 3. Food purchase requirement:

- No, a food purchase is **not necessary** to order to-go cocktails or wine.

### 4. Previous restrictions:

- Until now, bars and restaurants could sell drinks to-go only if they were in their **original packaging**. For example, they could sell a bottle of wine to-go, but not a glass of wine to-go.

So, if you're in Wisconsin and craving a to-go cocktail or wine, you're in luck! Cheers! 🍷🍹

**Original Class B Beer and Class C Wine License Request**  
City of Bayfield, Wisconsin

FROM: A girl and her Lake LLC d/b/a Bell Street Gallery

FOR: Bell Street Gallery, located at 107 Manypenny Avenue, is primarily a retail space that will be used to display and sell art. The current building has retail space on the ground level and residences on the upper level. The gallery space is one large open space that is an open concept. Wine and Beer will be sold in store and stored in a commercial refrigeration in storage area close to the retail space.

DESIGNAGE AGENT: Kayla E. Picciano



**TREE CITY USA**  
An Arbor Day Foundation Program

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\*\*\* OFFICIAL PROCLAMATION \*\*\*

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**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Gordon T. Ringberg, Mayor of the City of Bayfield, do hereby proclaim May 17, 2024 as **ARBOR DAY** In the City of Bayfield, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** 16th day of April, 2024

Mayor \_\_\_\_\_

# City of Bayfield

Office of the Clerk and Mayor  
125 South First Street - P.O. Box 1170  
Bayfield, Wisconsin 54814  
Phone (715) 779-5712  
[cityclerk@cityofbayfield.com](mailto:cityclerk@cityofbayfield.com)

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## Resolution #617 - World Migratory Bird Day

- **Whereas**, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, *and*
- **Whereas**, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, *and*
- **Whereas**, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, *and*
- **Whereas**, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, *and*
- **Whereas**, public awareness and concern are crucial components of migratory bird conservation, *and*
- **Whereas**, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations, *and*
- **Whereas**, since 1993 World Migratory Bird Day (formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., *and*
- **Whereas**, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, *and*
- **Whereas**, while WMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, *and*
- **Whereas**, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action,

**NOW THEREFORE** I, Gordon T. Ringberg, as Mayor of the City of Bayfield, proclaimed May 11 and October 12, 2024, as

## World Migratory Bird Day

in the City of Bayfield, and I urged all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Dated this 16th day of April in the year 2024

Signed \_\_\_\_\_

Title Mayor

*Established in 1913.*

The City of Bayfield is an Equal Opportunity Provider and Employer.  
Complaints of discrimination should be sent to USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410



# City of Bayfield

## Architectural Review Board Meeting Agenda

### Minutes of March 25, 2024

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#### Call to Order

Chairperson Carrier called the meeting to order at 5:00p.m.

**Present:** Bogaard, Carrier, Hedman, Phillips, Shrider

**Others:** Bill Peterson, Rob & Lyn Riemer w/Scott Kluver, Alex Haecker, Keith & Rita Payne, Lyn Cornelious, Ted & Mary Dougherty, Seth Vasser, Craig Hoopman, Dale & Mary Whittaker w/ Nardos, Clerk/ZA Hoopman and Office Admin. Weeks

**Approve Agenda:** Hedman/Phillips moved to approve the agenda with the amendment of switching agenda items 1 & 2 due to applicant's time constraints. Carried.

**Review Previous Meeting Minutes of February 8, 2024:** Phillips/Hedman made a motion to approve the minutes of February 19, 2024, as presented. Carried.

**Public Input on Agenda Items:** None.

#### Agenda:

1. 05-2024 Ross Huelster, 120 N 2<sup>nd</sup> Street
  - Seeking permission to replace all windows in home except one bathroom window.
    - i. **Motion to approve by Hedman/Phillips. Discussion ensued. All ayes.**
2. 04-2024 Scott Kluver, 33 S 4<sup>th</sup> Street
  - Seeking permission to replace front yard railing.
    - i. **Motion to approve by Bogaard/Shrider with amendment of color of railing be changed to bronze. Discussion ensued. All ayes.**
3. 06-2024 William Peterson, 1126 Rice Ave
  - Seeking permission to build a garage.
    - i. **Motion to approve by Hedman/Phillips with amendment of entry doors will be 36"X80". Discussion ensued. All ayes.**
4. 07-2024 Craig Hoopman, 207 Wilson Ave
  - Seeking permission to build 20'X24' shelter.
    - i. **Motion to approve by Shrider/Bogaard. Discussion ensued. All ayes.**
5. 11-2024 Island Gateway LLC, 23 N 2<sup>nd</sup> Street
  - Seeking permission to rehabilitate Masonic Temple.
    - i. **Motion to approve by Hedman/Phillips. Discussion ensued. All ayes.**
6. 12-2024 Keith Payne, 204 N 2<sup>nd</sup> Street
  - Seeking permission to replace single pane windows, repair porch & add garage.
    - i. **Motion to approve by Shrider/Bogaard with amendment of eliminating the small windows immediately to the left & right of east dormer. Discussion ensued. All ayes.**

**Next Meeting Date and Time:** April 22, 2024, 5p.m.

**Adjournment:** Shrider/Bogaard moved to adjourn. Carried (6:21 p.m.)

Minutes by Dakota C Weeks, Utility Clerk/Office Admin.

# CITY OF BAYFIELD HARBOR COMMISSION

## DRAFT - Minutes of April 1, 2024

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**Call to Order – Roll Call:** Chairman Dougherty called the meeting to order at 3:30 p.m. followed by roll call.

**Present:** Chairman Dougherty, Jensen, Shrider, Zawislak and Bauer

**Staff:** Clerk/ZA Hoopman, Harbormaster Hayes, and Foreman Bainbridge

**Others:** Phil Johnson, Jeff Rennie, Cal Linehan, Shannon Mager, Dave Thone, John DeMars, Tyler Forsythe, Laura Lima, and Craig Skaaden

**Review/Approve Agenda:** Shrider/Jensen made a motion to approve the agenda. Carried.

**Review/Accept meeting minutes of March 4, 14 and 20, 2024:** Bauer/Zawislak moved to approve the minutes as presented. Carried.

### **Public Input on Agenda Items:**

Tyler Forsythe was present to advocate for a policy that includes nightly rentals and noted that model has worked in the past at the marina. He offered his time to discuss further and noted he plans to be at future meetings to help.

### **Other/ Business/Concerns**

#### **1. Watch Wave – Jeff Rennie, Executive Director, Friends of the Apostle Islands**

Rennie was present to explain the benefits of Watch Wave and to seek help from the Harbor Commission on providing awareness. Commissioners and staff present were agreeable to assisting with this endeavor by adding information to our websites, posting signs, and providing brochures.

### **City Dock**

#### **1. Apostle Islands Cruise Service Lease**

Commissioners were told about the meeting held last week with AICS Owners and legal representation for both parties. Some minor revisions were agreed upon. Hoping to have final changes made soon and to put it in the hands of the Harbor Commission next month for final approval. Commissioners were agreeable to offering two consecutive 5 yr. renewals.

#### **2. Finger Pier Project – Updates / Schedule Design Charette**

The design charette is scheduled for Thursday, April 4, 2024, from 10 a.m.-2 p.m. at the Bayfield Lakeside Pavilion.

#### **3. Ponant Visit to Bayfield September 8 and 20, 2024**

Harbor Commissioners were informed about Ponant's visit and told the Bayfield City Dock Berth Agreement was sent to them for their consideration.

#### **4. Consider contracting for service: including but not limited to Op. Manual, representation at SeaTrade and with incoming cruises**

Shrider/Zawislak made a motion to approve contracting with Deb Radtke for services up to \$2000.00 to aid the Commission with preparing for the arrival of cruise vessels and will include but is not limited to: representation at SeaTrade, developing SOP's and a checklist, policy and city ordinances (if needed). Discussion. Carried; all ayes.

#### **5. Public Works Director Report: Issues/Concerns/Updates: None.**

## Marina

- 1. Underground Storage Tank Replacement Project:** The project was awarded to Pump and Meter Inc. and the contract has been signed. Work is expected to begin in July and be completed by early August. It was noted Madeline Island will also be replacing their USTs and our construction timelines are sequential so that when ours is closed theirs will be open vice versa.
- 2. Yard Trailer and Travel Lift Delivery Updates**  
The yard travel arrived last week, and the travel lift is expected on Tuesday, April 9, 2024.
- 3. Bayfield Marina – Allowed/Commercial Uses Policy**  
(Standing Agenda Item – goal is to draft a policy by August 2024 for implementation in 2025)  
General discussion ensued.
  - What do other marina's do? Could we get sample policies? Policy ideas/language? HM Hays will check with other municipal marinas and Shrider volunteered to ask her colleagues for copies of their policies. Forsythe noted he has contacts from two other marinas that allow nightly rentals (Barker's Island and Canal Park).
  - Port Superior seems to allow them, and PB Marina requires written permission.
  - Should consider a policy that covers all/other commercial uses besides nightly rentals such as commercial fishing, towing, sailing and fishing charters, etc.
  - Consider no overnight accommodations w/o functioning toilet.
  - Inquire if there have been any police reports from commercial activities at the marina.
  - Consider making City Dock all commercial, but the lack of restroom facilities hinders this concept.
  - Consider what is wanted long term.
- 4. Harbormaster Report:** See attached. Commissioners thanked Hays for his efforts. The office renovations look great. They were happy to hear some of the AIM staff will be returning to work at the Bayfield Marina – Ric and Justin Lehto and John Unger. They suggested he hire a professional to assist with creating a website.
- 5. Public Works Director Report: Issues/Concerns/Updates:** The blowers will be shut off tomorrow. Commissioner's thanked Foreman Bainbridge for stepping up and helping out!

## L.E. Building-Slip/Fishing Pier/Boat Ramp

- 1. Public Works Director Report: Issues/Concerns/Updates:** None.
- 2. LE Boathouse Slip Rental:** Chairman Dougherty is interested in potentially renting the LE Boathouse space. He then got up and left the building. Shrider/Bauer made a motion to offer the space which has been vacated for two seasons to Dougherty at a rate comparable to D Dock, which is \$3894.00 plus tax. Carried.

Zawislak went out to tell Chairman Dougherty he could come back in the building to continue with the remaining agenda items.

## Other/ Business/Concerns

- 1. Schedule Next Meeting(s):**
  - April 4 – Finger Pier Design Charette
  - May 6 - 3:30 p.m. – Reorganization Mtg. / Selection of Chair and Vice Chair, include dredging on the agenda
  - June 3- 3:30 p.m.

**Adjourn:** Shrider/Jensen moved to adjourn. Carried.

Minutes by Billie L. Hoopman, Clerk/ZA

# CITY OF BAYFIELD HARBOR COMMISSION

April 4, 2024, 10 a.m. -2 p.m.

Bayfield Lakeside Pavilion, 2 E Front Street, Bayfield, WI 54914

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**Harbor Commissioners:** Chair and Mayor-Elect Dougherty, Shrider, Jensen, and Bauer

**Staff:** Clerk/ZA Hoopman, Foreman Bainbridge, and Harbormaster Hays

**Others:** Shannon Mager, Dave Thone and Mike – Apostle Islands Cruise Service  
Cal Linehan – Madeline Island Ferry Lines, and Grant Wilcox

Michael Ostendorf and Chad Scott from AIM Consulting Engineers were present to meet with Commissioners, staff, and other interested parties to engage in a design charrette to work through options for the Bayfield City Dock Finger Piers and they may select a preferred layout to bring to the final design.

During the first part of the meeting, those present went through some goals and objectives and things to consider:

1. Best Use / Maximize Mooring Space
2. Safety
3. Longevity of project design
4. Consider power placement and cost to move/adjust
5. Not having to bubble/aerate.
6. Affordable
7. Being able to accommodate larger boats (LOA and width)
8. Changing water levels
9. Maneuverability
10. Design for commercial uses
11. Inclement weather / Winter docking needs

Those present split into two groups. Their job was to work together to come up with various plan designs for consideration.

At noon, the session took a break for lunch.

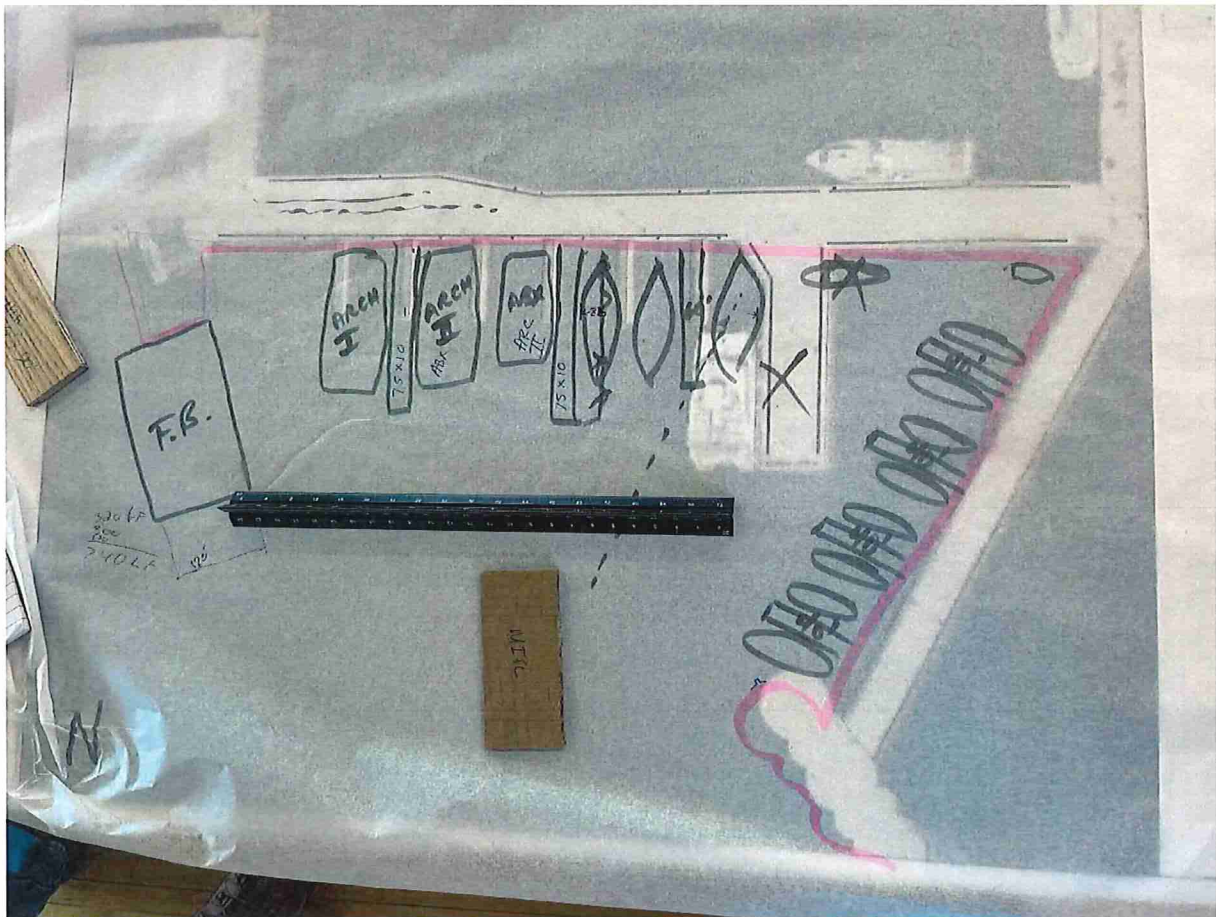
The session resumed and the designs drawn by the two groups were reviewed. There was one design option that stood out more than the others that will be pursued and includes:

- The use of floating piers as a potential option. The cost to install is approximately ½ the cost of a fixed pier for smaller piers. Larger commercial floating piers can be similar in price to fixed.
- Removing all six finger piers and replacing them with two – 60' piers and one – 75' pier.
- Removal of the Ell.
- The addition of four finger piers on the south end of the T.

A very quick desktop price of \$1.5 - \$1.9 was discussed (very preliminary). Discussion ensued on cost, timing or project, and other next steps. The ROI was briefly mentioned as was the need to investigate additional grant funding for this larger scope project.

**Schedule Next Meeting(s):** May 6 3:30 p.m.–Reorganization Mtg./Selection of Chair & Vice Chair

**Adjourn** - This was a four-hour meeting. Meeting adjourned at 2 p.m.



Minutes of the Bayfield Carnegie Library Board of Trustees Meeting

Library Board of Trustees Meeting: Wednesday, March 19th. Called to order at 4:00 pm.

ATTENDANCE: Present: Jenny Tumas as president, Teresa Weber, Ryan Hogan, Lyn Cornelius, Mary Lynch, Vicki Redenbaugh

MINUTES: Motion to approve minutes of February meeting made by Cornelius, seconded by Lynch. **Motion Carried**

FINANCIAL REPORT

- \* general fund is more depleted—outstanding bills, e.g. Northern Waters—than books currently show
- \* Weber discussed the purchase of review boxes of nonfiction books for children
- \* Weber building "library of things"—beyond books—for people to check out
- \* Weber ordered batteries for lift after inspection revealed aging/failing batteries
- \* Motion to approve the financial report made by Hogan, seconded by Lynch. **Motion Carried**

LIBRARIAN'S REPORT

- \* 76% of checkouts for the month of February were internal
- \* Thrift sale is scheduled for May 18. Volunteers needed for stocking and pricing on Friday, May 17
- \* Bayfield County has expressed interest in having representation on library boards. Such a move could add up to five members to the Bayfield Carnegie Library Board of Trustees
- \* Tumas asked about the library's use of hot spots; Weber plans on cataloging hot spots for use.
- \* Patrons have expressed concern with the online donation system. Weber plans to speak with Duluth Superior regarding online donations, further concerns regarding communication and management of funds.

NEW BUSINESS

- \* Dorinne Conrad, Annunziata Feldis, and Laura Lima have expressed interest in joining the library board. Only Feldis has currently submitted letter of interest.
- \* Motion made by Redenbaugh to invite Fields to join board, seconded by Cornelius. **Motion Carried**

FUTURE AGENDA ITEMS

- \* Suggestion to update binders at April meeting.
- \* Financial goals
- \* Motion to adjourn meeting made by Hogan, seconded by Redenbaugh.
- \* Meeting adjourned at 5:17 pm.

Respectfully submitted,  
Ryan Hogan

# City of Bayfield Plan Commission

DRAFT Minutes of March 26, 2024 – 3:30 p.m.

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## Call to Order:

Since Mayor Ringberg was absent, Councilor Carrier called the meeting to order at 3:36 p.m.

## Roll Call:

**Present:** Bland, Carrier, Hedman and Johnston

**Absent:** Mayor Ringberg and Johnson

**Others:** Councilor's Dougherty and Cornelius, Mary Dougherty, Eric Gruber and Bayfield Troller

**Staff:** Clerk/ZA Hoopman, PWD Kovachevich, Laborer Bainbridge, and Harbormaster Hayes

**Approve Agenda:** Bland/Hedman moved to approve the agenda as presented. Carried.

**Review/Approve Minutes of March 6, 2024:** Hedman/Bland moved to approve the minutes with the amendments written and proposed by Hedman. Johnston noted the e-mail reviewed at the last meeting was sent from Carrier. The bullet as stated is correct. Hoopman stated the minutes as drafted include the motions made and the amendments presented are not reflective of all the discussion that ensued. Carried.

## Public Input on Agenda Items:

- Councilor Dougherty noted his concerns over losing two City employees over what occurred at the last meeting and the possible conflict of interest issue and noted he is not in favor of the amendments to the minutes as a means to change the narrative of the meeting.
- Clerk/ZA read a lengthy statement about the actions that occurred at the last plan meeting and noted the Commission, the Council, the Mayor and the community should be concerned, and something is wrong when two staff members resign after being aggrieved by those actions. She outlined what occurred, and noted her frustrations, concerns about a possible conflict of interest, and overall mistreatment.
- Councilor Cornelius said she recommends the meetings be fully transcribed, noting that no one seems to remember what was said and the minutes aren't reflective of that either. She further noted that Hedman put Carrier in a bad way when asking him to send in her work.

Whether to discuss or debate the public input was discussed. Johnston noted that you accept it and move on. If debated she would leave and there would be no quorum present.

## Agenda Item(s):

### 1. **City of Bayfield Wayfinding Project:** Implementation Update

Bland walked the Commission through a series of wayfinding issues and questions. A summary of the outcome is as follows:



### **Restrooms – Placement and sizes of signs discussed and agreed to.**

- Washington Ave. – both sides
- Visitor Bureau – Silhouette signs on East and South side of NE column. The Chamber will be consulted about their signage before any are purchased.
- Boat Ramp – Two signs, the east sign will be changed to rectangular (words and silhouettes) and be centered under the window.
- East Dock Park – One sign on north end; for now.

### **Hwy. and Street Signage:**

- The AINL was consulted about their signs and said they didn't have a problem with replacing their brown signs with the new wayfinding signs. They requested the Commission change the text to "Apostle Islands Park Headquarters" and include it in Ojibwe. Discussion ensued and Hedman suggested it be "Apostle Islands Nat'l Lakeshore Park Headquarters" to better be aligned with their legal name. Need to double check with Park Staff. Commissioners agreed not to include the text in Ojibwe as it was previously discussed and determined not to on any of the new wayfinding signs. AINL also requested consideration of the placement of a closed sign and that was not approved.
- Eliminate the sign on Washington and Fourth Street.
- Big Bay State Park had no concerns with replacing their signs.

### **Purchase and Installation:**

- Butcher blocks – All agree on using a rough-cut piece of stone. The question about having the blocks on a pad was debated. Pads can be added once placement and access is better known. Using concrete or bricks was mentioned.
- Parking Signs - All agree a design that includes a below ground concrete base/stabilizer is preferred as is the placement of two back-to-back pieces of sandstone.
- Durfey has reached out to three vendors for assistance: Heart Graphics, Ashland Industries and KV Build. Overall the price will be more than \$5,000 but less than \$25,000.
- Hoopman provided a draft Class 1 Notice which is required for this size project. She will move forward on getting it properly published.
- No action is currently being taken on Entry Signage.

## **2. Confirm/Set Next Meeting(s): April 23, 3:30 p.m.**

Commissioner Hedman noted to those present that this is what normal Plan Meeting were like and she thanked PWD Kovachevich and Clerk/ZA for their work. No further comments ensued.

**Adjourn:** Johnston/Hedman moved to adjourn. Carried. (5:13 p.m.)

Minutes by Billie L. Hoopman, Clerk/ZA

**TO:** Honorable Mayor Ted Dougherty  
Bayfield City Council

**DATE:** April 9th, 2024

**SUBJECT:** Bayfield Police Department Monthly Report (March, 2024)

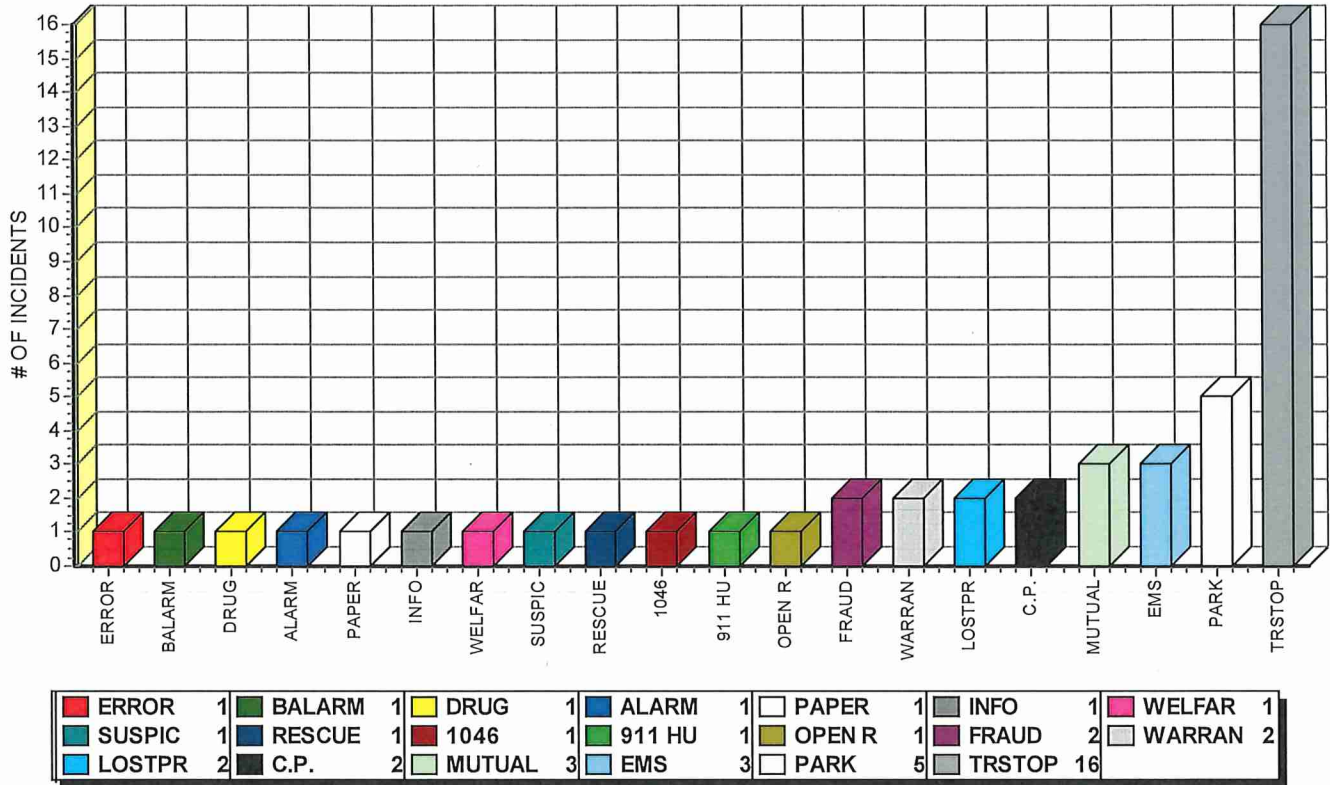
- During March of 2024 the Bayfield Police Department handled 47 incidents, 3 of which warranted creation of a case. (In March of 2023, 50 incidents were handled.)
- Traffic stops resulted in 16 warnings.
- Parking violations resulted in 1 warning and 5 citations.
- There was a total of 1 case involving substantiated or potential crimes in the City of Bayfield. The case remains open and subject to an ongoing investigation.
- There were 2 arrests for persons with warrants.
- The Police Department has re-posted our open full-time position at the updated \$34.09 per hour. As of the date of this report, there has been only 1 new applicant. The applicant is currently in a police academy. Also, the applicant only submitted an incomplete portion of 1 of 3 requested forms. Thus, I will not be considering proceeding with the applicant at this time.

Joshua Novak  
Chief of Police

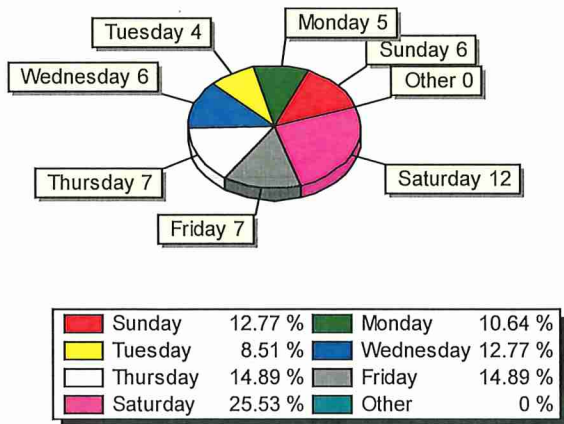
1046	MOTORIST ASSIST	1
911 HU	911 HANG-UP CALL	1
ALARM	ALL ALARMS	1
BALARM	BANK ALARM	1
C.P.	COMMUNITY POLICING	2
DRUG	ALL DRUG CALLS	1
EMS	EMS	3
ERROR	CALL OPENED IN ERROR	1
FRAUD	FRAUD OR EMBEZZLEMENT	2
INFO	GENERAL INFORMATION	1
LOSTPR	PROPERTY	2
MUTUAL	MUTUAL AID	3
OPEN R	OPEN RECORDS REQUEST	1
PAPER	PAPER SERVICE	1
PARK	PARKING VIOLATION/ PROBLEMS	5
RESCUE	SEARCH AND RESCUE	1
SUSPIC	SUSPICIOUS ACTIVITY	1
TRSTOP	TRAFFIC STOP	16
WARRAN	WARRANT	2

<b>TOTAL CALLS FOR SERVICE</b>	<b>47</b>
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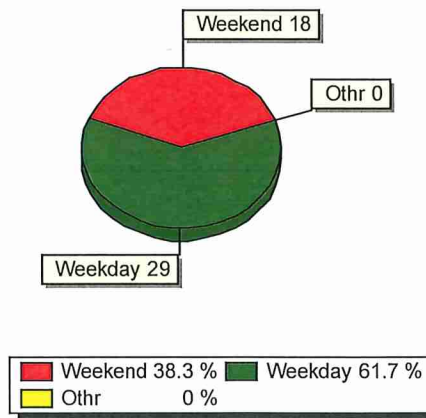
Incident Frequency by TYPE (Top 20 of 20 Shown) (Using DATE RECD)



By Day of Week



Weekday vs Weekend



Search Criteria: (LOGNUM like 'B3%')  
 (DATE\_RECD >= TO\_DATE('3/1/2024','MM/DD/YYYY'))  
 (DATE\_RECD <= TO\_DATE('3/31/2024','MM/DD/YYYY'))

CITY OF BAYFIELD TREE BOARD

MEETING MINUTES

Thursday,

March 21, 2024

CALL TO ORDER: The meeting was convened by B. Cozzi, City Forester and Chairperson of the Tree Board at 5:02PM.

MEMBERS PRESENT: Beth Cozzi, Jane Edwards, Sherman Edwards, Tad Paavola, and Jacob Geisler.

MEMBERS EXCUSED: None

GUESTS PRESENT: None

APPROVAL OF AGENDA:

A motion was made by J. Edwards to approve the agenda. S. Edwards seconded the motion. The motion carried.

APPROVAL OF MINUTES:

A motion was made by T. Paavola to approve the minutes of the meeting of February 22, 2024. J. Edwards seconded the motion. The motion carried.

FINANCIAL REPORT:

A financial report was included with the materials distributed to the members present. The Chairperson will look into the specifics of the \$3,500 in expenditures charged to the Tree Board account year-to-date and report back to the members of the Board.

OLD BUSINESS:

1. The Tree Board work detail scheduled for March 16<sup>th</sup> was cancelled. The Chairperson was out of town unexpectedly.
2. During the balance of this year, plans call for one or more trees to be planted on City property in the area of Memorial Park and the Bayfield Inn. The selection of the actual sites for these proposed plantings will need to be made in the near future. The choice of species to be planted will include American Linden and City Street Trees. The latter is a hybrid developed specifically for urban environments.
3. B. Cozzi and J. Edwards will meet in the near future with the goal of drafting a grant request with a due date of June 1, 2024.
4. The planned fundraiser for the Tree Board in collaboration with the Pier Plaza Restaurant is being tabled for the foreseeable future.
5. Planning for the 2024 Arbor Day event in conjunction with the 4<sup>th</sup> grade of Bayfield Schools continues. The event is scheduled for May 17, 2024.

NEW BUSINESS:

1. A homeowner in the vicinity of Rittenhouse Avenue and 7<sup>th</sup> Street alerted a Tree Board member that recent water and sewer construction has apparently caused the death of a tree which now

needs to be removed. The Tree Board Chairperson was also alerted two ash trees in the vicinity of Rittenhouse and 8<sup>th</sup> Avenue severely infected by emerald ash borer. These trees are not city trees but located on an undeveloped lot. They will need to be removed and properly disposed of. The Chairperson will contact the County Forestry Department for guidance and possible assistance.

2. During the next several weeks a final listing of individual trees to be removed later this year and the grinding of stumps of trees previously removed will need to be formulated so that final arrangements can be made with a commercial tree service to accomplish this work.
3. A Tree Board work detail has been scheduled for April 27, 2024.
4. The Tree Board is in need of additional members. At its March meeting, the City Council was to act on Kavon Dietal's request to serve on the Tree Board. Word has not yet been received as to the outcome of Council action. Another name or two were also proposed, which will be followed up on by the Chairperson.

FOLLOW-UP MEETING:

The next meeting of the Tree Board is scheduled for Thursday, April 25, 2024 at 5:00PM.

ADJOURNMENT:

A motion for adjournment was made by J. Edwards and seconded by T. Paavola. The motion carried. The meeting was adjourned at 5:48PM.

Respectfully Submitted,

Jacob Geisler